

(Date of Letter)

(Name of Company)

(Attn: Director of Product Safety)

(Street Address)

(City, State and Zip Code)

RE: Safety Standards

Dear Director of Product Safety:

On the _____ day of _____ (month/year), the following product was purchased from your company: _____ (description of product).

It has been determined that the product was not suitable for public use for the following reason:

(description of why product failed to meet certain safety standards). For this reason, you are hereby on notice that a serious problem has arisen relative to the sale of your product. It is hereby respectfully requested that immediate measures be taken to rectify the problem. In addition to this particular incident, it is recommended that appropriate warnings relative to the product's danger be provided to the general public so that other consumers will not encounter the same difficulties as described above.

Please advise whether other customers have encountered the same difficulty, and if so, indicate the time, date, place and names of such individuals. Thank you for your immediate attention to this matter.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.